



TOWN OF SAUGUS

HUMAN RESOURCES
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142
Fax: (781) 231-5666

Job Posting

Election Coordinator (Full Time)

Applications are being accepted for an Elections Coordinator in the Town Clerk's Office for the Town of Saugus. This position requires a thorough knowledge of office related computer software, as well as familiarity with election proceedings, voter registration and Mass General Laws as they pertain to VITAL records.

Applicants are preferred to have a college degree and/or a minimum of 3 years' experience in records management and/or experience in municipal government. On-site training will be provided as well. Must be detailed oriented, able to communicate effectively and work independently on tasks and projects. Must be able to work and communicate effectively with the Public. Also, must be able to work closely with department staff as needed. Prior office experience a plus.

Regular Hours: (M) 8:30-7, (T,W,TH) 8:15-5:00 and (F) 8:15-12:30

This position requires mandatory overtime during elections and State mandatory days.

Applications will be accepted until position is filled.

Please email applications/resumes to: lcrowley@saugus-ma.gov

Town of Saugus
Lisa R. Crowley
H.R. Director
298 Central Street
Saugus, MA 01906

Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, or disability.